

# **DRAFT, PENDING APPROVAL**

## **CHILD PLACEMENT REVIEW BOARD EXECUTIVE COMMITTEE MEETING**

### **OPEN SESSION AGENDA**

**MARCH 10, 2017**

## **SMYRNA STATE SERVICE CENTER**

**9:30 A.M. - 12:30 P.M.**

*\*\*\*BEGIN OPEN SESSION\*\*\**

*\*\*\*BEGIN CLOSED SESSION: CPRB MEMBERS AND STAFF ONLY\*\*\**

### **I. PETITION CASES**

*\*\*\*END CLOSED SESSION: RETURN TO OPEN MEETING\*\*\**

### **II. APPROVAL OF MINUTES FROM JANUARY 13, 2017**

### **III. OPERATIONAL ISSUES**

- A. Finalize Condensed Marketing Piece of Annual Report
- B. Finalize Review of Policy Manual/Section IV Updates related to Staff/Review Panel S3 Feedback
- C. Strategic Plan: Initial Draft of Action Items
- D. Executive Director's Report – Kecia Blackson
  - DATA UPDATE
  - DFS Caseworker Complaints regarding lack of proper notice of review meetings
  - CPRB Personnel Update

### **Action Items**

- Kecia will follow-up with Ray Lewis, of Boards & Commissions, to get a status update of potential volunteers in the queue and report back to the Executive Committee at a later date.
- Kecia will send to Barbara the Strategic Plan outline before the next Executive Committee meeting.
- Executive Committee to finish and distribute the Strategic Plan.
- Kecia will review Section IV of the Policy Manual with CPRB staff prior to the Executive Committee meeting to identify any necessary changes to that section.
- The Marketing sub-committee will create a marketing tool for general use. The sub-committee will be comprised of Neal, Judy, Barbara and Cheryl.
- Cheryl will Chair a 2-3 person sub-committee to identify ways to enhance Annual Meeting attendance.

- Joe will monitor progress on using Skype for our reviews with Linda Shannon and Kim Warren.
- Joe will facilitate a proposal to establish a CPRB Scholarship Foundation.
- Kecia will create a mechanism to collect data about retention and graduation rates for our Scholarship recipients.
- Kecia will develop a formal process regarding criteria and expectations for Scholarship applicants, including financial need.
- Kecia will develop a series of Webinars for new panel members to view prior to basic training.
- Kecia will develop a training schedule for CPRB staff.
- Kecia will develop a system to track volunteer training and absenteeism.
- Kecia will reach out to DFS regarding timely Interested Parties submissions to ensure the 30-day schedule can go out on time.
- Kecia is working on a CPRB newsletter to promote our advocacy efforts, training opportunities, and highlight the good work our volunteers and staff are doing.
- Kecia is working with Shirley Roberts, Deborah Flad and Tom Mraz to have DFS data dropped into our server on a weekly basis. This extends to working with DFS about obtaining outcomes for kids in care.
- Kecia will include the Executive Director's Monthly Report along with the Executive Committee monthly mailing prior to the next Executive Committee.

\*\*\*MEETING CONCLUDED\*\*\*

Pursuant to 29 *Delaware Code*, Section 10004(e)(2), the agenda is subject to change and may include additional items or the deletion of items, including Executive Sessions.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.